

**Project Officer**

**JOB DESCRIPTION**

**Location MEAAP Offices, 18 Queen Street, Ballymena, BT42 2BD**

**Responsible to: MEAAP Project Co-Ordinator**

KEY RESPONSBILITIES – To work within a small team, with the support of the MEAAP Project Co-ordinator & MEAAP Senior Administrator to deliver the MEAAP “Age Friendly Cross Community” Peace IV Project. This will involve continued relationship building with local statutory, voluntary and community organisations, including support to community groups in target areas.

**Job Description**

The main responsibilities & deliverables for this post include:

* To build a trusting and supportive relationship with team members & all MEAAP staff.
* To support the delivery of the Project within agreed time frame, targets and budget.
* To secure expressions of interest from at least 18 groups to participate in the programme, and match accordingly across the Borough.
* To assist the groups to plan, promote and deliver the community-based events over four themes including sports, arts, history and ethnic minority, including intergenerational with 10 sessions per group taking place during 2018/2019.
* To maintain clear records of work undertaken including quotations, attendances, volunteer hours, budget and progress reports.
* To facilitate pre-start/post attitudes to Peace & Reconciliation for evaluation purposes.
* To support the project by sharing good practice and resources including hosting/facilitating a Best Practice Event in June 2019.
* To monitor and report on progress of the project as required.
* To represent MEAAP on external bodies, for the purposes of developing and promoting increased opportunities for peace building and good relations in the wider context, across the Mid & East Antrim Borough Council area.
* To adhere to established policies and procedures.
* To carry out any other reasonable tasks as agreed.

## Salary: £20,868 per annum pro rata.

## Fixed Term: This post will commence early 2018 and is secure until 31 July 2019.

## Working Hours:

**Annual Leave:** 28 days per year (pro rata) inclusive of 8 customary/statutory and other public holidays.

The job description is a general outline of the post as it is currently perceived by MEAAP. This job description is not intended to be restrictive or definitive and will be modified to meet the requirements of the evolving needs of the services we provide. The responsibilities of the post will change in line with continuous improvements as MEAAP aims to meet its vision, strategic planning and best response to the needs of clients accessing our services.

**MEAAP is an Equal Opportunities Employer **

**Mid & East Antrim Agewell Partnership**

**Project Officer**

**PERSON SPECIFICATION**

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| **Experience**  | * Significant experience of working in a similar environment.
* (Desirable) Previous experience of Good Relations issues and challenges facing peace building in local communities.
* (Desirable) Previous experience working within Charity sector.
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| **Skills and Abilities** | * Able to demonstrate excellent interpersonal and assessment skills.
* Ability to work sensitively in difficult circumstances with empathy, compassion and understanding.
* A professional approach and ability to work independently, planning and delivering casework expectations to a high level.
* Team working skills with a flexible and adaptable ‘can do’ attitude to work.
* Ability to communicate complex information in a range of formats.
* Ability to analyse and provide creative solutions to problems.
* Ability to manage a diverse caseload on a day to day basis.
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| **Knowledge** | * A positive awareness of the diversity of ageing.
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| **Qualifications** | * A recognised 3rd level qualification in community development/health/social sciences/policy, with 1 year’s experience of working in the field of community development/health and wellbeing/good relations.

OR* 3 years full time experience of working in the field of community development/health and wellbeing/good relations.
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| **Other** | * Ability to travel extensively throughout Northern Ireland.
* Post holder will be subject to an enhanced Access NI check
* Full driving licence and access to a car for business purposes or access to a form of transport that will meet the travel requirements of the post.
* Ability to work afternoons, evenings and weekends if required.
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**Applicants please note:** Shortlisting will be carried out on the basis of the minimum criteria set out above, using the information given on the application form. You should therefore address the requirements when completing the application form, as failure to do so may result in you not being shortlisted.